

**CLASS TITLE:****TRAINING OFFICER****Class Code: 02730300****Pay Grade: 22A****EO: B****CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for developing, supervising and maintaining a comprehensive in service training program for a state agency or department; to coordinate such programs with the in service training program of the Division of Personnel; and to do related work as required.

**SUPERVISION RECEIVED:** Work is performed under general supervision with considerable latitude for the exercise of independent judgement; work is reviewed for results and for conformity with established policies and objectives.

**SUPERVISION EXERCISED:** May supervise a small staff of technical and clerical workers.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To determine agency or departmental training needs through conferences with officials and the study of program operations; to coordinate the training activities of the various divisions in the agency or department and to develop or assist agency or departmental personnel in developing training materials for use in specialized or technical training courses.

To develop an induction training program that embraces both orientation and basic job training for technical and clerical employees.

To develop a continuing training program for competent replacements to meet current and anticipated staffing needs in higher level positions.

To develop course content for special courses, such as supervisory training, effective writing and related subjects.

To arrange special training courses using the services of local educators and specialists in pertinent fields.

To instruct supervisors in the methods and techniques of training and conference leading in order that they may carry out their training responsibilities properly.

To evaluate the effectiveness of training programs and keep management informed.

To be responsible for maintaining training records and preparing required reports.

As required, to supervise the preparation of training materials, such as instructor's guides, correspondence courses, manuals, charts and related material.

To coordinate the agency or departmental program with the in-service training program of the Division of Personnel.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of modern principles and practices in the field of in-service training; a working knowledge of the basic principles of teaching methods and aids, training processes and related matters; the ability to evaluate and select information and data for use in course development; the ability to communicate ideas effectively, orally and in writing; the ability to plan and direct the work of others engaged in an in-service training program and to instruct and lead group discussions; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing, including or supplemented by courses in education including the basic principles of teaching methods, aids and processes; and

Experience: Such as may have been gained through: employment in a responsible position in the field of employee training or education.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 30, 1957

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